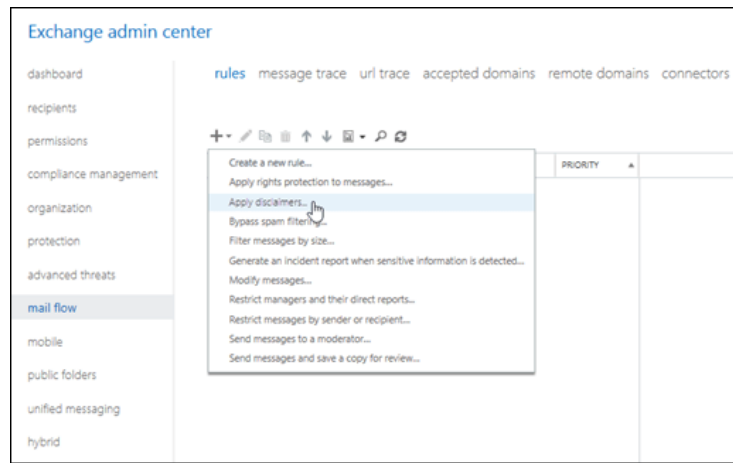

Guide Name:

How to Add a Disclaimer or Other Email Header or Footer

shinJiru

1. Open the EAC and go to **Mail flow > Rules**.
2. Click **Add +**, and then click **Apply disclaimers**.



3. In the **New rule** window that appears, enter a unique name the rule.
4. In the **Apply this rule if** box, select the conditions for displaying the disclaimer. For example, select **The recipient is located** condition, and then select **Outside the organization**. If you want this rule to apply to every message that enters or leaves your organization, select **[Apply to all messages]**.
5. Next to the **Do the following** box, select **Enter text** to enter the text of your disclaimer.
6. Click **Select one**, and select one of the Fallback options if the disclaimer can't be added.
7. Specify the audit severity level to assign the severity level that appears in the message log.
8. Select the mode for the rule. Select **Enforce** to turn on the disclaimer immediately, or select **Test without Policy Tips** to put a message in the message tracking log instead of adding the disclaimer.
9. If you have additional conditions or exceptions that you want to add, select **More options** at the bottom of the page, which will show additional settings. For example, to add the exception that prevents multiple disclaimers being added in an email conversation, select **Add exception** and then select **The subject or body > Subject or body matches these text patterns**, and then specify the words or phrases in your disclaimer. Or, to put your disclaimer at the top of the email message instead of the bottom, in **Do the following**, select **Apply a disclaimer to the message > prepend a disclaimer**.
10. When you're finished, click **Save**.

Link : <https://docs.microsoft.com/en-us/exchange/security-and-compliance/mail-flow-rules/disclaimers-signatures-footers-or-headers>